

YOUTH SERVICES POLICY

Title: Parental Contributions – Cost of Care and Treatment Next Annual Review Date: 09/21/2012	Type: A. Administrative Sub Type: 3. Fiscal Number: A.3.4
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References: La. Revised Statute 9:315 - 9:315.15, and 15:910; ACA Standards 2-CO-1B-05 (Administration of Correctional Agencies); 2-7065 Juvenile Probation and Aftercare Services; YS Policies A.3.8 "Budget and Fiscal Management Activities", and C.4.2 "Social Security Benefits"; the Juvenile Electronic Tracking System (JETS); and DYS Policy 4.3 "IV-E Monthly Cost of Care Billing"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 09/21/2011

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the guidelines for assessment and collection of parental contributions for the cost of care provided by the State for youth placed in a secure care facility.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary of Community Based Services (CBS), Facility Directors, Regional Managers and employees of CBS.

IV. DEFINITIONS:

Financial Assessment Forms - FAST I, FAST II forms utilized by the Office of Community Services to determine eligibility for federal reimbursement, Medicaid and the amount, if any, of parental contributions.

FAST III - form utilized to report changes in placement and periodic reviews for continued eligibility.

FAST IV - turn around document generated by the Office of Community Services which identifies the funding source and effective date of coverage.

Juvenile Electronic Tracking System (JETS) - the centralized database used to track all youth under OJJ supervision or custody, and to record youth case record activity.

Office of Support Enforcement - a division of the Department of Social Services responsible for collecting financial support from non-custodial parents.

Parental or Financially Responsible Person - Individual financially responsible for the youth prior to the disposition that resulted in the youth being assigned to secure custody.

Regional Offices - All Community-Based services field offices located throughout the state.

YS Central Office - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretaries and their support staff.

V. POLICY:

It is the Deputy Secretary's policy that the cost of care billed to the parent or financially responsible person be consistent with applicable federal and state regulations, and commensurate with their ability to pay in accordance with a sliding scale established by La. R.S. 9:315 through 9:315.15. Other children living in the home and dependents as defined for federal income tax purposes shall be considered in establishing the assessment, in accordance with La. R.S. 15:910.

VI. PROCEDURES:

- A. Upon intake for secure care, the assigned Probation and Parole Officer/Juvenile (PPO/J) shall complete the Secure Care Parental Contribution Form with information received from the youth's parent or financially responsible person. The completed Secure Care Parental Contribution Form in JETS shall be completed, printed and forwarded to YS Central Office (CO) Fiscal Services for review of completeness and accuracy. If the PPO/J is unable to complete the form at intake, the form shall be mailed to the parent to complete and forward to Fiscal Services.
- B. Upon determination that a parent or financially responsible person is to be billed, CO Fiscal Services shall begin billing immediately, but no later than the next monthly billing cycle. A parent or financially responsible person who fails to provide a properly executed Secure Care Parental Contribution Form shall be assumed to have the ability to pay the entire cost of care. Billing will be generated through JETS.
- C. If it is determined that a parent or financially responsible person falls below the minimum financial requirements for assessment, CO Fiscal Services will so notify that person in writing.
- D. Upon request, a parent or financially responsible person shall be furnished a copy of the financial determination work sheet used for the assessment. Reassessments of an individual's financial condition shall be performed every 12 months or upon receipt of additional documentation.
- E. A parent or financially responsible person may appeal the assessment based upon extraordinary circumstances or catastrophic loss. Extraordinary circumstances can include, but are not limited to, non-insured medical payment or major loss of property. Reductions based upon a recommendation for hardship status must be approved by the Deputy Secretary/designee.